

City of San José
CLASS SPECIFICATION

TITLE: Instrument Control Supervisor (3762)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|------------------------|-----------------------|--------------------|
| Environmental Services | Varies | Non-exempt |

CLASS SUMMARY

Incumbents are responsible for supervision of Instrument Control Technicians in maintenance of all instrumentation and electro-mechanical and automatic control. Duties include: setting work order priorities and assigning work; supervising and evaluating instrumentation and HVAC staff; participating in planning meetings for plant operation and maintenance; evaluating if instrumentation is being maintained and applied properly; training staff and teaching safety; providing emergency back up to staff; and reviewing and approving purchasing requests for replacement equipment or new installations. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Instrument Technician Control Supervisor is the highest level in a three-level Instrument Control series. The Instrument Control Supervisor is distinguished from the Sr. Instrument Control Technician by its full supervisory responsibility.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, poor ventilation, extreme temperatures, inadequate lighting, work space restrictions, and intense noises, and may be required to lift up to 50 pounds occasionally.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Associate's Degree, or a two year technical degree in an approved electronics program or closely related field and four years experience in electronics/electro-mechanical instrumentation work, including two years of experience similar in nature to a Sr. Instrument Technician with the City of San José.

Required Licensing (such as driver's license, certifications, etc.)

Valid CA Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of basic inventory practices
- Knowledge of supervisory theories and principles
- Knowledge of applicable city, state, and federal laws, rules, and regulations
- Knowledge of basic electrical principles
- Knowledge of basic mathematics principles
- Knowledge of safety principles
- Knowledge of basic mechanical hardware
- Knowledge of basic electronics principles
- Knowledge of basic chemistry principles
- Knowledge of P.I.D. control loops
- Knowledge of SCBA equipment
- Knowledge of I.S.A standard symbols and methodology
- Knowledge of basic water treatment plant procedures
- Knowledge of basic instrumentation applications and installation
- Skills in monitoring and evaluating personnel
- Skills in troubleshooting electronic/electric problems
- Skills in calibrating equipment
- Skills in using computers and applicable software
- Skills in reading and interpreting diagrams and blueprints
- Skills in using electronic testing equipment
- Skills in communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FRE-QUENCY* |
|-----------------|---|--------------------|
| 1. | Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations and any other recommendations related to the change in status of employees. May also perform work of a similar nature to those employees he/she supervises. | Daily 30% |
| 2. | Reviews and approves purchase requests for replacement equipment or new installations. | Daily 20% |

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| DUTY NO. | <u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FRE-QUENCY* |
|-----------------|---|--------------------|
| 3. | Evaluates instrumentation maintenance and usage. | Daily |
| 4. | Participates in planning meetings for plant operation and maintenance. | 15% |
| 5. | Provides emergency back up to staff. | Weekly |
| 6. | Performs other duties of a similar nature or level. | 30% |
| | | Occasionally |
| | | 5% |
| | | As Required |

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 3/25/80; Revised & Retitled 01/01 (Formerly titled Instrument Repair Supervisor, s002; Revised 04/05s003